AIR UNIVERSITY REGISTRAR SERVICES/STUDENT RECORDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

Supersedes AUR 53-1, 30 Sep 88	Approved by: HQ AU/CF (Col Orville R. Lind)
OPR: AU/CFR (Dr Irene Pearson-Morrow)	Pages: 5/Distribution: F

This instruction defines the services provided by the Air University Registrar and establishes procedures for using these services. This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 44 U.S.C. 3101. It applies to all Air University (AU) schools except Air Force Institute of Technology (AFIT) and the Community College of the Air Force (CCAF).

SUMMARY OF REVISIONS

This revision replaces AUR 53-1, updates office symbols to reflect AU reorganization, and requires additional course information for transcript purposes.

1. General Information. The AU Registrar (AU/CFR), under the guidance of the AU Academic Office (AU/CF), establishes procedures governing the operation and services of the registrar. The AU Registrar includes three branches: Services/Student Records (CFRR); Officer PME Update (CFRO); and Central Scheduling, Requirements, and Analysis (CFRS). This instruction focuses on the Services/Student Records Branch. Other responsibilities of this branch regarding extension courses are covered in AFI 36-2201*, Developing, Managing, and Conducting Training*.

2. Responsibilities.

2.1. **AU/CFR, through CFRR (Registrar Services/Student Records Branch):**

2.1.1. Maintains the official academic records for AU resident schools and nonresident programs.

2.1.2. Prepares, authenticates, and dispatches official transcripts for AU students.

2.1.3. Maintains the official curriculum and/or course outline of each resident/nonresident course or program.

2.1.4. Prepares diplomas for each student successfully completing nonresident Air Command and Staff College (ACSC), Squadron Officer School (SOS), Senior NCO Academy (SNCOA), NCO

Academies, and other specified courses in accordance with AUI 36-2310*, Air University Diplomas and Certificates of Course Completion.* 2.1.5. Upon request from graduates, replaces lost or destroyed diplomas for nonresident schools.

2.1.6. On behalf of US military students completing degrees, provides appropriate military service with official transcripts for update of personnel records in accordance with service policy.

2.2. **Commanders, Commandants, and Directors of AU Schools:**

2.2.1. Ensure functions of the AU Registrar are not duplicated within their organizations.

2.2.2. Prepare diplomas in accordance with AUI 36-2310*, Air University Diplomas and Certificates of Course Completion* for graduates of their respective resident programs. All official diplomas have the AU crest embossed.

2.2.3. Upon request from graduates, replace lost or destroyed diplomas for resident schools. AU/CFRR confirms PME graduation and authorizes PME school to reissue diploma.

2.2.4. Notify AU/CFRR of instructors who are awarded resident credit for a course in accordance with AUI 36-2304*, AU Formal Schools.*

2.2.5. Provide the following graduate information for all AU resident courses within five workdays of course completion.

2.2.5.1. Certified graduate rosters with cover letter, signature of certifying official and total number of graduates.

2.2.5.2. Graduate rosters must include course and student information in accordance with with Part I and II of Attachment 1. Electronic transmission of graduate data files are coordinated between AU/CFR and the individual schools.

2.2.6. Provide AU/CFRR with the following for resident courses of 80 academic (contact) hours or more:

2.2.6.1. For each academic year, the curriculum catalog, curriculum circular, or other document that lists the detailed course outline of each course of which transcripts may be requested.

2.2.6.2. Each new course added and any course dropped.

2.2.6.3. Master transcript format for courses/programs in accordance with Attachment 1, Part III. (*NOTE:* Degree granting schools provide demographic enrollment data at the beginning of the academic year and student grades on individual courses as those courses are completed.)

2.2.6.4. For each academic year, the most current document (letter) from the American Council on Education specifying credit recommendations of AU courses/programs if applicable.

3. Procedures.

3.1. **Transcript Services:**

3.1.1. AU/CFRR processes all written requests for transcripts. Official transcripts are certified by the AU Registrar.

3.1.2. AU/CFRR ensures the Air University academic official transcript contains applicable student identification, school, class/course and year, completion date, areas of study completed, number of academic hours (or semester/quarter hours) of instruction and grades if applicable.

3.1.3. AU/CFRR responds to inquiries and corresponds directly with civilian educational institutions regarding credit for graduation from AU schools and courses (resident and nonresident).

4. Forms Prescribed. AU Form 167, **Air University Official Transcript**.

ORVILLE R. LIND, Col, USAF
Chief Academic Officer

Attachment
Data Element Requirements

DATA ELEMENT REQUIREMENTS

The following data elements are used for the Air University Registrar history files. They should be provided in the order they are listed, each time they are submitted, using a row and column format as shown in the example. Generate the files using an Excel spreadsheet or as a comma separated text file from a database. Each person's record should be on a single row.

The Air War College, Air Command and Staff College, and School of Advanced Airpower Studies will utilize software and data structures provided by the AU Registrar to transmit their data. These data file structures and interfaces are an integral part of the data standardization process for AU degree granting institutions. All other schools will use the following data formats until they are integrated into the system utilizing an interface designed for their software and data systems.

Example: Put all columns in file if possible, even if left blank.
CourseID, CourseIDTitle, ClassID, etc……,LastName,FirstName, etc.

Part I. Course Information: (Course and student information to be sent as one file)

Data Element Name	*Data Type*	*Data Element Description*
CourseID	Text(25)	Education & Training Course Announcement (ETCA) ID number (previously AFCAT #) http://hq2af.keesler.af.mil/etca.htm/
CourseIDTitle	Text(50)	Official Course ID Title (ETCA was previously known as AF Catalog)
ClassID	Text(10)	Class ID (i.e., School+YY+Class# xxxxYY# AIS001, ACSC001, SNCOA001, PMCS00A, JAG00A)
StartDate	Date(10)	Actual Start (first day) Date of Class (i.e., MM/DD/YYYY) (Dates with slashes)
GradDate	Date(10)	Actual Graduation Date of Class (i.e., MM/DD/YYYY)

Part II. Student Information:

Data Element Name	*Data Type*	*Data Element Description*
LastName	Text(25)	Last Name
FirstName	Text(25)	First Name
MiddleInitials	Text(25)	Middle Initial or Middle Name if person uses it as primary name
NameSuffix	Text(5)	JR. , II, III, etc
Rank	Text(10)	Military Rank or Civilian Pay Grade (i.e. Capt, SMSgt, GS09, etc)
SSAN	Text(9)	Social Security Number or Foreign ID Number for Foreign Nationals
GradStatus	Text(15)	Graduate Status (Degree, Diploma, Failed, Incomplete) (Degree Programs Only)

OverallRating	Text(15)	(Optional) Sat, Excellent, Outstanding, DG, etc (Abbreviations Allowed)
Component	Text(10)	Military Component or Branch of Service (USAF, ANG, AFR, CIV, USN (Navy), USA (Army), FN or IO =Foreign National/International Officer (Equivalent codes can be used from your system, where they depict the same type of information)
MajorCommand	Text(10)	Major Command Standard Abbreviations (for USAF Military/Civilian Personnel Only)
Country	Text(25)	Name of Country or Common Abbreviation (i.e. US, Nigeria, UK, etc)

Part III. Core Academic & Elective Areas Completed for Each Student   (if applicable) Send information at the same time, but in a separate file. This information provides the basis for transcript generation.

Option 1: *If* all *students complete the same curriculum*, submit one list of appropriate academic areas that covers all students.

NOTE: **   Exclude SSAN and Grade for Option 1.

Option 2: *If* each *student completes different academic areas/electives*, a record for each student and area/elective must be submitted.

Data Element Name	*Data Type*	*Data Element Description*
*SSAN ****	Text(9)	Social Security Number or Equivalent for Foreign Nationals
*Grade ****	Text(4)	Grade (A, A-, B+, P=Pass, F=Fail, etc) (Degree granting schools only)
CourseID	Text(25)	Education & Training Course Announcement ID Number (previously AFCAT #)
ClassID	Text(10)	Class Number (i.e., School+YY+Class# xxxxYY# AIS001, ACSC001, SNCOA001, PMCS00A, JAG00A)
SubjectArea	Text(4)	Subject Area (Academic Area, Area Title for CPD courses)(COMM, DFC, ELEC, BAM, LC, etc)
CourseType	Text(10)	Course Type (C=Core, E=Elective)
CourseNumber	Text(15)	Course Number (Lessons) (i.e., DFC6XXX, LC5XXX, ELEC5XXX)
CourseTitle	Text(10)	Course Title (Academic/Lesson Title)
ContactHours	Nmbr(3)	Curriculum Contact Hours for this Course Number
CreditHours	Nmbr(3)	Semester Hours Awarded for this Course_Number (if applicable)